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ABSTRACT

This directory lists 36 descriptions of resources that Florida career educators determined to be particularly practical in their own schools and districts. Many of the materials described were developed within the state for local use, but are offered for wider dissemination. Other resources were published elsewhere, but were deemed especially useful for Florida students as they pursue their own career development. Each one-page listing provides information on title, author, source and address, cost, number of pages/books if in book form, content, and grade level. Resources listed include career education materials in book, workbook, card, microfiche, videotape, microcomputer software, and online formats, as well as participatory career awareness programs. (KC)

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FLORIDA'S FAVORITE CAREER DEVELOPMENT RESOURCES

A DIRECTORY COMPILED BY

FLORIDA CAREER EDUCATORS

Sponsored by:

Florida Department of Education
Division of Vocational Education

University of North Florida
Department of Counselor Education

CE048526

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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To the Reader:

This small directory was compiled from resources that Florida career educators determined to be particularly practical in their own schools and districts. Many of the materials described were developed within the state for local use, but are offered for wider dissemination. Other resources are published elsewhere but were deemed especially useful for Florida students as they pursue their own career development.

The directory has been prepared in loose-leaf format in order that it can be revised and expanded as needed. I hope you will find the information helpful in your career development program.

Judy H. Lombana

Judy H. Lombana, Ph.D.
Project Director
University of North Florida
1987

TITLE: Career: A Handbook of Elementary Classroom Ideas to Motivate the Teaching of Career Education.

AUTHOR(S): Arlene Eddy and Vera Gierman

AVAILABLE FROM: Educational Service, Inc.; P. O. Box 219; Stevensville, MI 49127

COST: $6.50

NO. OF PAGES (IF BOOK): 221 pp. spiral bound paper back.

NO. OF BOOKS (IF SET): Individual book on the "Spice Series."

DESCRIPTION: Many classroom activities for exploring career clusters. Great ideas for teachers to teach skills and career concepts together. Excellent.

Grade Level: Elementary School.

TITLE: Career Awareness/Basic Skills (CABS) Program

AUTHOR (S): Joan Ossip Silk, CABS Team Leader/ Program Designer: Elva Sieg, CABS Artist/Activity Designer; Sandra Vettel; CABS Editor in Chief, et al.

AVAILABLE FROM: Department of Career Education, Dade County Public Schools, 1450 N. E. 2nd Ave. Miami, FL 33132
Phone#: (305) 376-1761

COST: Priced per unit - call above number.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: CABS Program presents an activity-based core curriculum infusing career/work application, where applicable, into subject areas of reading, writing, mathematics (correlated with State criteria), health and safety, literature and expressive language, science, and social studies. Four components for each title: Teacher's Guide, Student's Learning Activity Package, Answer Keys Booklet, and Motivational Poster. Program can be implemented in variety of instructional modes. Applicable for elementary (K-6) and exceptional student education classes. Activity-based staff development workshops available.

Grade level: Elementary School.

TITLE: Career Awareness Explorer

AUTHOR(S): NA

AVAILABLE FROM: Boy Scouts of America; North Florida Council; 521 S. Edgewood Avenue, Jacksonville, FL. 32205

COST: none

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: This is a career awareness seminar program designed to permit
a student to participate in up to four separate seminars of their choice by indicating their choices on the seminar interest survey. All material and speakers are provided for and arranged by the Boy Scout Representative. The seminar dates and times are set by the occupational specialist in conjuction with the Boy Scout Representative.

Grade Level: 9-12

TITLE: Career Builders

AUTHOR(S): Dade County Public Schools; Racal Milgo, WLRN Channel 17.

AVAILABLE FROM: Educational Design, Inc. (EDI); 47 West 13 St.; New York, NY 10011

COST: $85 each. Cassette with facilitator Guide.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: A first-hand look at careers through the eyes of successful professionals. Designed to stimulate and motivate as well as educate. Twelve video cassettes complete with manual and facilitators' guides. Career Builder takes the student out of the classroom, and into the working environment of each career field. Each program, taped on location at places of work, provides the authentic "feel" of the surroundings in which the professionals perform their jobs. On each program they reveal the demands, rewards and frustrations of their chosen fields, and offer advice on starting and succeeding. The student comes away feeling that he or she now actually knows people in these career fields--a result of the intimacy of the video medium, and the personal style of the on-camera interviews.

TITLE: Career Cards

AUTHOR(S): NA

AVAILABLE FROM: Milton Bradley Co.; Springfield, MA 01101

COST: $6.50

NO. OF PAGES (IF BOOK): 30 cards; Teacher's Guide contains 20 activities.

NO. OF BOOKS (IF SET): 1 boxed set of cardboard cards.

DESCRIPTION: Excellent games and activites for teaching elementary students about familiar careers in a variety of fields. Many fun things to do in classroom groups.

Grade level: Elementary School.

TITLE: Career Education Activities for Middle School

AUTHOR(S): NA

AVAILABLE FROM: Orange County Public Schools, 434 N. Tampa Ave., Mail Station 904, Orlando, Fl 32805

COST: 11 handbooks at $2.00 each.

NO. OF PAGES (IF BOOK): 40 pp.

NO. OF BOOKS (IF SET): 11.

DESCRIPTION: Activities written in lesson plan format and including reproducible handouts assist in infusing career development concepts into subject areas. The materials developed are for art, music, industrial arts, agri-business, foreign language, social studies, science, math, language arts, alternative and exceptional education.

Grade level: 6-8.

TITLE: Career Education on Target

AUTHOR(S): NA

AVAILABLE FROM: Orange County Public Schools; 434 North Tampa Avenue; P.O. BOX 271 Orlando, FL 32802.

COST: $22.

NO. PAGES (IF BOOK): Approximately 60 pp.

NO. OF BOOKS (IF SET): 6.

DESCRIPTION: "Career Education on Target" is a sequentially arranged set of objectives, strategies and activities. It is accompanied by reproducible handouts.

Grade level: Activities are packaged for grades K-2, 3-5, 7-8, 9, 10-12.

TITLE: Children's Dictionary of Occupations

AUTHOR(S): NA

AVAILABLE FROM: Meridian Education Corporation, 205 E. Locust St., Bloomington, IL 61701

COST: $9.95

NO. OF PAGES (IF BOOK): 112 pp.

NO. OF BOOKS (IF SET): 1.

DESCRIPTION: Introduces children to the world of work and the variety of occupations available. Nearly 300 occupations are included. Each entry is illustrated with a two-color drawing of a child-like character using "tools of the trade" in an environment typical of that occupation. A pronounciation guide is given for each title and description. It explains what people in that occupation do, tools and equipment used, what kind of environment the work is done in, and special requirements such as training or unusual characteristics.

Grade level: Primary to Junior High School.

TITLE: Choices

AUTHOR(S): NA

AVAILABALE FROM: The Center for Career Development Services, Knott Building, Tallahasee, FL 32399

COST: CHOICES-Annual lease: $6700
MicroCHOICES-Annual lease: $950
With own equipment-Annual lease $5000

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: A. Mainframe Delivery - Mainframe computer program assessed through on-line network to provide information on careers, job openings, education, financial aid, and course requirements and admission information for specific majors at individual schools. Student workbooks and training is included. Lists information on over 1200 occupations.

B. MicroCHOICES - Microcomputer software package career and education exploiration and information system. Student workbooks and training included. MicroCHOICES contains 885 occupations.

TITLE: Chronicle Career Index

AUTHOR(S): NA

AVAILABLE FROM: Chronicle Guidance Publications, Inc.; Aurora Street; Moravia, NY 13118

COST: $13.75

NO. OF PAGES (IF BOOK): 156 pp.

NO. OF BOOKS (IF SET): NA

DESCRIPTION: This is an excellent resource for securing free career information from companies and institutions all over the country.

TITLE: Chronicle Occupational Briefs

AUTHOR(S): NA

AVAILABLE FROM: Chronicle Guidance Publications Inc.; P.O. Box 1190; Moravia, N.Y. 11318-1190

COST: approximately $100.

NO. OF PAGES (IF BOOK): NA

NO OF BOOKS (IF SET): 4

DESCRIPTION: This is a filing plan based on the Dictionary of Occupational Titles (DOT). An alphabetical list of occupations and occupational groups developed from chronicle occupational briefs and reprints from occupational titles in the 4th edition of the DOT.

Grade Level: Junior and Senior High

TITLE: The Classroom Teacher's Workbook for Career Education.

AUTHOR(S): Joyce Slayton Mitchell

AVAILABLE FROM: Avon Books, 959 Eighth Avenue, New York, NY 10019

COST: $2.70

NO.OF PAGES (IF BOOK): 192 pp. Paperback.

NO. OF BOOKS (IF SET): Single volume.

DESCRIPTION: Contains many great ideas for infusing career education into classroom instruction. Includes "career wheels" and activities and information for many school subject areas.

TITLE: COIN (Coordinated Occupational Information Network)

AUTHOR(S): NA

AVAILABLE FROM: Career Guidance Products; Bell & Howell; Old Mansfield Road; Wooster, Ohio 44691

COST: microfiche $945. multiple disk system $1,395.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: Complete career information system of current accurate and comprehensive data, updated annually. Organzied into 6 basic files:

1. Occupations-descriptions of over 1150 occupations.

2. School Subjects-Cross-Reference File, relating high school subjects to specific occupations.

3. College Majors-information about 247 related post-secondary education and training programs.

4. Colleges-over 3,000 two and four year public and private universities and colleges.

5. Apprenticeships-descriptions of apprenticeship training programs related to COIN occupations.

6. Military Opportunities-descriptions of 210 military and training programs related to COIN's civilian occupations.

COIN also contains a one-page Occupational Interest Profile that helps the user create a list of occupations to explore based on personal interests and needs.

Grade Level: Middle or High School

TITLE: The Community I Would Build.

AUTHOR(S): Jack Roberts

AVAILABLE FROM: St. Lucie County Schools 310-A-Preston Ct. Ft. Pierce, FL. 33450

COST: .75 each

NO. OF PAGES (IF BOOK): 20 pp.

NO. OF BOOKS (IF SET): 1.

DESCRIPTION: An activity booklet for grades 3-6 used to help infuse Career Education concepts into the Social Studies and Art Curriculum. Students cut and paste photographs from magazines or draw their own pictures of the various careers that make up this community they would build. Map drawing skills are used in the activity book.

TITLE: Dixie County High School Shadowing Program

AUTHOR(S): NA

AVAILABLE FROM: Dixie School District; P.O. Box 4-V; Cross City, FL. 32628

COST: NA

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: The Shadow Program is an experience that offers the student an opportunity to spend some time "on the job" with a person at work, so that the student may obtain additional insight and have direct experience in the "real world" environment. The booklet contains all the information the student needs beginning with "Basic Related Career Information" and follows through with "Shadowing Evaluation Form".

Grade Level: High School

TITLE: Employable Skills Series

AUTHOR(S): Florida Department of Education

AVAILABLE FROM: Disseminations Unit; Division of Vocational, Adult and Community Education; Knott Building, Tallahassee, FL 32399

COST: $18.60

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: A modular series of workbooks and teacher guides covering major aspects of job seeking, job performance, and life management. Appropriate for grades 9-12; can be used effectively on an individual or group basis. Areas covered include: Choosing an Occupation, Your Job Search, Applying for a Job, Good Work, Job Changes, and Personal Finances.

Grade level: Middle and High School.

TITLE: Encyclopedia of Careers and Vocational Guidance

AUTHOR(S): William E. Hopke

AVAILABLE FROM: Doubleday and Company Inc.; Sales Dept.; Garden City, N.Y. 11530

COST: $45. (includes educator discount)

NO. OF PAGES (IF BOOK): 685, 779, 515

NO. OF BOOKS (IF SET): 3

DESCRIPTION: Defines and describes over 850 occupations. Includes article on self awareness, how to use information about schools, how to find a job, how the world of work is changing. One volume specifically addresses technical occupations. All occupations are identified by the code numbers used in the Directory of Occupational Titles.

Grade Level: Middle and High School

TITLE: Equal Their Choices: Children's Activities for Non-Sexist Learning

AUTHOR(S): June Shapiro, Sylvia Kramer, Catherine Huserberg

AVAILABLE FROM: Prentice-Hall, Inc. (Spectrum Books)
Englewood Cliffs, NJ 07632

COST: $6.95

NO. OF PAGES (IF BOOK): 164 pp.

NO. OF BOOKS (IF SET): NA

DESCRIPTION: Chapter 6: "Career Education" stresses:

1. Breaking job stereotypes.
2. Importance of work.
3. Need for preparation of work opportunities
4. Respect for all work.

Grade level: Elementary School.

TITLE: Fascinating World of Work: Career Awareness Series

AUTHOR(S): NA

AVAILABLE FROM: National Career Consultants, P.O. Box 3456; Elmira, NY 14905

COST: Individual titles $39. 78 title library $2,900.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: Sound filmstrip program that presents information about 78 specific careers. Objectives include:

1. Self-Awareness: To help the student to understand his needs and preferences and project the lifestyle that will provide the greatest satisfaction.

2. Self-Awareness/Career Awareness: Help the student see how each career relates to his projected lifestyle.

3. Career-Awareness: Present the day-to-day responsibilities of a person engaged in a specific career.

Grade level: Middle and High School.

TITLE: Guidance and Counseling Directory of Microcomputer Software

AUTHOR(S): NA

AVAILABLE FROM: Santa Clara County Office of Education, C/VEG Publications; 100 Skyport Drive, Mail code 236; San Jose, CA 95115 Phone#: (408) 947-6756

COST: Vol. I: $9.00 Vol. II: $7.00 Vol. III: $7.00; All 3: $20.00 + tax.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION:

VOL. I: The Job/College Directory - Areas of career/job exploration, job search, job success skills, college entrance exams and helps, and college financial aid.

VOL II: The Counseling Directory - Personal programs such as self-understanding, stress management, self management skills, and mental and physical health.

VOL. III: The Administrative Systems/ Program Directory: Scheduling, transcripts, attendance, reporting, grading, and finances.

The three volume set contains the very latest in guidance annd administrative software. Over 250 programs in the areas of Jobs/College, Personal Counseling, and Administrative Systems/Programs are covered. Programs are described, the necessary hardware is listed, development date, cost, and intended users are mentioned, and ordering information is given.

TITLE: How to Get a Job and Keep It

AUTHOR(S):

AVAILABLE FROM: Steck-Vaughn Company; P.O. Box 2028; Austin, TX 78767

COST: $1.35 per workbook

NO. OF PAGES (IF BOOK):

NO. OF BOOKS (IF SET):

DESCRIPTION: This workbook, written on 5-6 grade level, is intended for adults with low reading ability. It includes units on planning to get a job, writing an application letter, completing an application form, interviewing for the job, taking vocational tests, and fulfilling the job obligations. A word list for job applications and tests is also included.

TITLE: If I Were a....

AUTHOR(S): Jack Roberts

AVAILABLE FROM: St. Lucie County Schools, 310-A-Preston Ct.; Ft. Pierce, FL 33450

COST: .75 each.

NO. OF PAGES (IF BOOK): 20 pp.

NO. OF BOOKS (IF SET): 1.

DESCRIPTION: An activity/coloring book for grades 1-4. A wide variety of careers are covered from Doctor to Garbage Collector.

Subject Area Infusion: Language Arts and Social Studies.

This booklet is sometimes used as a Career Education unit with guest speakers and field trips to follow up the introduction to each career area identified in the booklet.

Grade level: 1-4.

TITLE: Job Search Survival Manual

AUTHOR(S): NA

AVAILABLE FROM: The Center for Career Development Services, Knott Building, Tallahassee, FL 32399

COST: .25 each.

NO. OF PAGES (IF BOOK): 30 pp.

NO. OF BOOKS (IF SET): NA

DESCRIPTION: A booklet packed with hints and suggestions for the job seeker.

TITLE: My Art Notebook #1

AUTHOR(S): Jack Roberts

AVAILABLE FROM: St. Lucie County Schools, 310-A-Preston Ct., Ft. Pierce, FL 33450

COST: .75 each.

NO. OF PAGES (IF BOOK): 20 pp.

NO. OF BOOKS (IF SET): 1

DESCRIPTION: Art is - feeling, doing, thinking, showing, and telling. This actvity booklet is designed to allow the K-3 grade students an opportunity to share their feelings through art. Self-awareness and career awareness concepts are covered in this student activity booklet.

TITLE: My Art Notebook #2

AUTHOR(S): Jack Roberts

AVAILABLE FROM: St. Lucie County Schools, 310-A-Preston Ct., Ft. Pierce, FL 33450

COST: .75 each.

NO. OF PAGES (IF BOOK): 20 pp.

NO. OF BOOKS (IF SET): 1

DESCRIPTION: A student activity booklet designed to help students to think about self awareness and career awareness.

Grade level: 3-6.

TITLE: Nuts and Bolts of Career Day Planning

AUTHOR(S): Becky Bowden

AVAILABLE FROM: Hillsborough County Career Education Center; 105 W. Ross Avenue; Tampa, FL. 33602

COST: single copy available for duplication

NO. OF PAGES (IF BOOK): 17 pp.

NO. OF BOOKS (IF SET): NA

DESCRIPTION: Manual for implementing career days. Includes timeline, suggested activities, materials list, and sample letters for correspondence with speakers and faculty.

Grade Level: K-12

TITLE: Occupational Specialist Story

AUTHOR(S): Jo Anne Coon and Jim Galleher

AVAILABLE FROM: Hillsborough County Career Education Center;
105 W. Ross Avenue; Tampa, FL. 33602

COST: available for duplication

NO. OF PAGES (IF BOOK): NA

NO OF BOOKS (IF SET): NA

DESCRIPTION: Slide/tape presentation giving the history of occupational specialists and an overview of their varied duties. (17 min.)

Grade Level: Junior and Senior High

TITLE: PLAN (A Career Exploration Progam)

AUTHOR(S): Vivian Sourifman

AVAILABLE FROM: Westinghouse Learning Corp.; 100 Park Avenue; New York, N.Y. 10017

COST: NA

NO. OF PAGES (IF BOOK): 90-100

NO. OF BOOKS (IF SET): 10

DESCRIPTION: Organized into 5 units.

1. Personality
2. Your Interests
3. Your Needs Influence Career Choices
4. Work: What It's All About
5. Trying Out Jobs

This system can be used individually (one-course), classroom sizes or in a structured Career Information Program. The programs are conveniently filed in hardboard box, easily transported to classroom and with career info printed on cardboard, it is easily administered.

Grade Level: High School

TITLE: Small Business, A Growing Future

AUTHOR(S): Jim Galleher and Becky Bowden

AVAILABLE FROM: Hillsborough County Career Education Center;
105 W. Ross Avenue; Tampa, FL. 33602

COST: single copy available for duplication

NO. OF PAGES (IF BOOK):

NO. OF BOOKS (IF SET):

DESCRIPTION: Video of small businesses showing the opportunities for employment as well as self employment and being your own boss.

Grade Level: Senior high

TITLE: TIPS

AUTHOR(S): NA

AVAILABLE FROM: The Center For Career Development Services
Knott Building Tallahassee, FL. 32399

COST: as listed below

NO. OF PAGES (EACH BOOK):

NO. BOOKS (IF SET): NA

DESCRIPTION: TIPS is a microcomputer software system that provides information and interactive instruction for employability and life skills. Includes 21 instructional modules with pre- and post- assessment instruments.

IBM PC- $450.
IBM PC (HARD DISK)- $450.
RADIO SHACK TRS-80- $450.
APPLE II, II+, IIe- $500.

TITLE: Vocational Biographies

AUTHOR(S): NA

AVAILABLE FROM: Vocational Biographies; P. O. Box 31; Dept. SM 22; Sauk Centre, MN. 56378

COST: Starter Library (350 careers) $249. Complete library $478.
Complete library and updating service $588.

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): NA

DESCRIPTION: Complete Career Library of 28 spiral bound volumes, each containing 25 four page biographies of actual workers, giving access to 700 careers. Four special interest volumes are included:

Multi-National Careers: Working abroad, Dual Career Families, Service Careers and Don't Call Me Handicapped. The library comes with display stands, a booklet index and a wall chart. A new subscription series is being published each school year. It can be used to update your library or to provide a reflection of new career information and trends.

Grade Level: Middle and High School

TITLE: We're Tomorrow-Minded People

AUTHOR (S): Mary H. Lewis

AVAILABLE FROM: Education Services Branch; Academic Affairs Division; National Aeronautics and Space Administration; Washington, D. C. 01981

COST: no cost

NO. OF PAGES (IF BOOK): NA

NO. OF BOOKS (IF SET): a series

DESCRIPTION: Comments in autobiographical form; pictures of individuals describing their backgrounds, qualifactions, and preparation for the jobs they hold in NASA.

Grade Level: Middle and High School

TITLE: Working

AUTHOR (S): NA

AVAILABLE FROM: Metropolitan Life Insurance Company; P.O. Box 950; Madison Square Station; New York, N.Y. 10160-0950

COST: $25.

NO. OF PAGES (IF BOOK): 15 plus teacher's manual

NO. OF BOOKS (IF SET):

DESCRIPTION: Videotape and workbooks developed to illustrate employability skills to students.

Grade Level: Junior and Senior High

TITLE: The World of Work.

AUTHOR(S): NA

AVAILABLE FROM: Educational Communications Programs; General Electric Company, Fairfield, Ct. 06431

COST: no cost

NO. OF PAGES (IF BOOK): 18 pp. per book

NO. OF BOOKS (IF SET): 4

DESCRIPTION: The booklets listed below deal with a wide range of occupations requiring various levels of education and training.

Planning your career: Suggests how to get the most out of your high school years. Recommends courses to take, outlines ways to plan major occupation catergories.

What's it like to work in the business world?: An overview of business operations. Includes science and engineering, manufacturing, marketing, finance, personnel, public relations and other functions.

What's it like to be an engineer?: All about the work of engineers and how they apply the knowledge received from scientists.

What's it like to be an technician?: More about science and engineering at the technician level.

TITLE : The World of Work

AUTHOR(S): NA

AVAILABLE FROM: General Electric Educational Communications Programs; General Electric Company; Fairfield, CT. 06431

COST: no cost

NO. OF PAGES (IF BOOK): Approximately 28 pp. each

NO. OF BOOKS (IF SET): 4

DESCRIPTION: Four booklets to help you choose a career.

Planning your career- a 20 page booklet that suggests how to get the most out of your high school years. Recommends courses to take, outlines ways to plan for major occupation categories.

What's it like to work in the business world?- an overview of business operations and the many career opportunities in the manufacturing sector of the business world. Includes science and engineering, manufacturing, marketing, finance, personnel, public relations and other functions.

What's it like to be an engineer?- all about the work of engineers and how they apply the knowledge received from scientists. Areas covered: aerospace, ceramics, civil engineering, chemical, electrical, industrial and mechanical engineering plus engineering technicians.

What's it like to be technician?- more about science and engineering at the technician level. Plus career information and tips on how to prepare for technician jobs in the fields of health, aviation, broadcasting, computers and design.

Grade Level: Junior and Senior High

TITLE: The Yellow Brick Road: A Source Book of Career Guidance Strategies for the Elementary Counselor and Teacher

AUTHOR(S): Ellen S. Amatea

AVAILABLE FROM: Career Education Center; College of Education; 202 Bryan Hall; Florida State University; Tallahassee, FL 32306

COST: $1.18

NO. OF PAGES (IF BOOK): 172

NO. OF BOOKS (IF SET):

DESCRIPTION: This book is divided into three parts.

Part one: The Importance of Career Guidance in the Elementary School

Part Two: The Career Development Program

Part Three: Resources for Facilitating Career Development